#### DOCUMENT RESUME

ED 328 247 IR 053 404

AUTHOR Churchville, Lida Holland Comp.

TITLE CCIDA Bibliographies from the Canadian Centre for

Information and Documentation on Archives, National

Archives of Canada.

INSTITUTION National Archives and Records Service (GSA),

Washington, DC. Archives Library Information

Center.

PUB DATE May 90 NOTE 8p.

PUB TYPE Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC01 Plus Postage.

DESCRIPTORS \*Archives; Computer Software; Information Storage;

Library Automation; \*Library Guides; Library Materials; Nonprint Media; Records Management; Reference Materials; Research Skills; Resource

Materials

IDENTIFIERS \*Canadian Centre Info Documentation on Archives

#### ABSTRACT

This document lists 48 subject bibliographies produced by the Canadian Centre for Information and Documentation on Archives (CCIDA) from 1987 to 1990. Listed chronologically by CCIDA bibliography number, each entry provides the name of the author, the title, publication date, and number of pages. Topics covered include authentication of archival materials, design of effective finding aids, appraisal and arrangement, the archival profession, exhibitions and public programs, records management, facilities and security, conservation, copyright, acquisitions, automation, reference services, machine readable files, nonprint media, optical disks, microformats, access to information, development policy, and records creation. Each entry provides the document's author, CCIDA bibliography number, publication date, and number of pages. A subject index is included. (MAB)

Reproductions supplied by EDRS are the best that can be made

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

from the original document.



ARCHIVES LIBRARY INFORMATION CENTER

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improve

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

- This document has been reproduced as received from the person or organization originating it.
- Minor changes have been made to improve reproduction quality
- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

## ARCHIVES LIBRARY INFORMATION CENTER BIBLIOGRAPHIES

### CCIDA BIBLIOGRAPHIES

FROM THE
CANADIAN CENTRE FOR INFORMATION AND DOCUMENTATION ON ARCHIVES
NATIONAL ARCHIVES OF CANADA

ALIC BIBLIOGRAPHY 1990 - 2 MAY 1990 COMPILED BY: LIDA HOLLAND CHURCHVILLE /

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Lida Churchville

- Marcoux, Yves and D. Ménard. Authentification archival documents. CCIDA Bibliographies 01. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 1 p.
- Shotton, Patricia. Design of effective finding aids.
   CCIDA Bibliographies 02. Ottawa: National Archives Library,
   Canadian Centre for Information and Documentation on
   Archives, 1987. 3 pp.
- 3. Shotton, Patricia. Appraisal and arrangement. CCIDA Bibliographies 03. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- 4. Shotton, Patricia. Doing more with less: archives administration. CCIDA Bibliographies 04. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- 5. Shotton, Patricia. The archival profession. CCIDA Bibliographies 05. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.
- Shotton, Patricia. Exhibitions and public programmes.
   CCIDA Bibliographies 06. Ottawa: National Archives Library,
   Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- Marcoux, Yves. Records management: introductory readings. CCIDA Bibliographies 07. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 8. Marcoux, Yves. Facilities & security: introductory readings. CCIDA Bibliographies 08. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 9. Marcoux, Yves and Anne Whitehurst. Conservation. CCIDA Bibliographies 09. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1989. 1 p.
- 1.0. Marcoux, Yves. Copyright: introductory readings. CCIDA Bibliographies 10. Ottawa: National Archives Library, Canadian Centre for Information and Dogumentation on Archives, 1988. 1 p.

- 11. Marcoux, Yves. Introduction to archives. CCIDA Bibliographies 11. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 2 pp.
- 12. Marcoux, Yves. Appraisal: introductory readings. CCIDA Bibliographies 12. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 13. Marcoux, Yves. Reference: introductory readings. CCIDA Bibliographies 13. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 1 p.
- 14. Marcoux, Yves. Media archives: special concerns introductory readings. CCIDA Bibliographies 14. Ottawa:
  National Archives Library, Canadian Centre for Information
  and Documentation on Archives, 1987. 2 pp.
- Marcoux, Yves. Disaster planning: introductory readings.
   CCIDA Bibliographies 15. Ottawa: National Archives Library,
   Canadian Centre for Information and Documentation on
   Archives, 1990. 1 p.
- 16. Marcoux, Yves. Arrangement & description: introductory readings. CCIDA Bibliographies 16. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 17. Marcoux, Yves. Acquisitions: introductory readings.
  CCIDA Bibliographies 17. Ottawa: National Archives Library,
  Canadian Centre for Information and Documentation on
  Archives, 1987. 1 p.
- 18. Shotton, Patricia. Reference services. CCIDA
  Bibliographies 18. Ottawa: National Archives Library,
  Canadian Centre for Information and Documentation on
  Archives, 1987. 3 pp.
- 19. Shotton, Patricia. Helpful hints for researching in archives. CCIDA Bibliographies 19. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 20. Shotton, Patricia. Automation in archives: general. CCIDA Bibliographies 20. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.
- 21. Shotton, Patricia. Automation in archives: systems and applications. CCIDA Bibliographies 21. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.

- 22. Shotton, Patricia. Automation in archives: MARC AMC format. CCIDA Bibliographies 22. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 23. Shotton, Patricia. Machine readable archives. CCIDA Bibliographies 23. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- 24. Shotton, Patricia. Software for records management. CCIDA Bibliographies 24. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.
- 25. Shotton, Patricia. Retention of records, 1984-1986. CCIDA Bibliographies 25. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- 26. Shotton, Patricia. Access to information and privacy legislation: federal and provincial laws and bills. CCIDA Bibliographies 26. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 27. Shotton, Patricia. Access to information and privacy legislation: Canadian commentary. CCIDA Bibliographies 27. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 4 pp.
- 28. Shotton, Patricia. Films, videos, slides, etc... about records management. CCIDA Bibliographies 29. Ottawa:
  National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 29. Shotton, Patricia. Optical disks. CCIDA Bibliographies 30. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1989. 5 pp.
- 30. Shotton, Patricia and Diane Ménard. Careers in records management. CCIDA Bibliographies 31. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1989. 2 pp.
- 31. Shotton, Patricia. CAR and COM systems. CCIDA
  Bibliographies 32. Ottawa: National Archives Library,
  Canadian Centre for Information and Documentation on
  Archives, 1987. 3 pp.
- 32. Shotton, Patricia. Machine readable records. CCIDA Bibliographies 33. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.

- 33. Shotton, Patricia. Document imaging systems for records management. CCIDA Bibliographies 34. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 2 pp.
- 34. Marcoux, Yves and D. Ménard. Vital records management. CCIDA Bibliographies 35. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1987. 3 pp.
- 35. Ménard, Diane. Published guides & general inventories archival agencies Canada. CCIDA Bibliographies 36. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 4 pp.
- 36. Marcoux, Yves. From active records to business archives: scheduling & appraisal. CCIDA Bibliographies 37. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 2 pp.
- 37. Marcoux, Yves and D. Ménard. Decentralised access, cooperative programmes & networks. CCIDA Bibliographies 38. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 4 pp.
- 38. Ménard, Diane and Patricia Shotton. Useful sources for archives and records management: terminology. CCIDA Bibliographies 39. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 3 pp.
- 39. Marcoux, Yves. Introduction aux archives (Introduction to archives). CCIDA Bibliographies 40. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 4 pp.
- 40. Ménard, Diane. Records creation. CCIDA Bibliographies 41. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1968. 4 pp.
- 41. Marcoux, Yves. Ownership & access to political papers in Canada, U.S.A., G.B., France & U.S.S.E. CCIDA
  Bibliographies 42. Ottawa: National Archives Library,
  Canadian Centro for Information and Documentation on
  Archives, 1990. 5 pp.
- 42. Marcoux, Yves. The principles of "Provenance" and "Respect des fonds": definitions à matters at issue. CCIDA Bibliographies 43. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 3 pp.

- 43. Ménard, Diane. Graphic materials: descriptive cataloging. CCIDA Bibliographies 44. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 3 pp.
- 44. Ménard, Diane. Small archives agencies: basic readings. CCIDA Bibliographies 45. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 2 pp.
- 45. Marcoux, Yves. Access under freedom of information and privacy legislations in United States and Great Britain: legislative texts and commentaries. CCIDA Bibliographies 46. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1988. 5 pp.
- 46. Marcoux, Yves. Territorial provenance and pertinence of archival documents. CCIDA Bibliographies 47. Ottawa:
  National Archives Library, Canadian Centre for Information and Documentation on Archives, 1989. 3 pp.
- 47. Marcoux, Yves. Ethics and professionalism. CCIDA Bibliographies 48. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1989. 3 pp.
- 48. Marcoux, Yves. Publication programs: retrospective bibliography. CCIDA Bibliographies 49. Ottawa: National Archives Library, Canadian Centre for Information and Documentation on Archives, 1990. 4 pp.

# Index to CCIDA Bibliographies

# Citation numbers

Access	27,	37,	41,	45				
Acquisitions								
Appraisal				41				
Archival administration4,	11,	39,	44					
Archival cooperation37								
Archival terminology38								
Archival training28								
Archivists 5,		47						
Arrangement	16							
Audiovisual records14								
Authentication 1								
Automation 20,	21,	22,	31					
Buildings 8								
Business records36								
Computer output microfiche (	COM)		31					
Computer-assisted retrieval	CAR	)	31					
Conservation9								
Copyright10								
Description	43							
Disaster planning 15								
Documentary editing 48								
Ethics 47								
Exhibits 6								
Finding aids 2,	35							
Porgeries								
Freedom of information 26,	27.	45						
Glossaries	•							
Graphic arts43								
Imaging process33								
Machine-readable records23	3, 3	2						
MARC AMC22								
Media archives14								
Networks								
Optical disks29								
Outreach 6,	28							
Political papers41								
Privacy	27.	45						
Provenance42,								
Records management 7,	24.	28.	30.	31.	33.	34.	36,	40
Records retention25								
Reference services 13,	18.	19						
Respect des fonds 42	,							
Security8								
Software: Records management		24						
Sovereignty 46			1					
Terminology								
User education 19								
Vital records 34								

# END

U.S. Dept. of Education

Office of Educational Research and Improvement (OERI)

ERIC

Date Filmed July 24, 1991